

**Transaction**

- ZPAA076  
- SWBP  
- PA40

**PA BPP****LOA – Workers’ Compensation**

*See Change Record at end of document for updates to this BPP.*

**Trigger:**

There is a need to process a Leave of Absence for one of the reasons listed in the Business Process Procedure Overview section.

**Business Process Procedure Overview:**

Leave of Absence (Workers’ Comp) – used when an employee is out of work due to injury on the job.

**Workers’ Compensation Reasons**

**12 - WC 7 day waiting period** – employee waiting period before workers’ compensation benefits begins effective date will be the 1<sup>st</sup> day out of work. (Optional)

**13 - WC Leave of Absence w/supplement** – employee is removed from work by the treating physician and has opted to exhaust available leave according to the OSHR WC Supplemental Leave Schedule. This is effective the 8<sup>th</sup> day of absence.

**14 - WC Leave of Absence** – employee is placed on Workers’ Compensation Leave. This is effective 8<sup>th</sup> day of absence; employee is not using supplemental leave.

**15 - WC Salary Continuation Pay** – employee is listed in NCGS §143-166.13 is placed on Workers’ Compensation leave with Salary Continuation pay for up to two (2) years from date employee is unable to work either a partial or full day. Injury is result from or arises out of episode of violence, resistance, or due to other special hazards that occur while eligible person is performing official duties. Authorized treating physician has removed employee from work or injury related work restrictions cannot be accommodated by employer. TPA investigation/OSHR review/agency approval required. (See NCGS §143-166.14)

**17 - WC Continuation Pay for Teachers Only** – employee works in any educational institution supported by and under control of the State placed on Workers’ Compensation leave with Salary Continuation pay for up to 1 year from date employee is unable to work either a partial or full day. Injury is due to “episode of violence”. Authorized treating physician has removed employee from work or injury related work restrictions cannot be accommodated by employer. TPA investigation/agency approval required. (See NCGS §115C-338)

**Workers’ Compensation Information****When the 7 days of the waiting period are consecutive**

The day the injury occurred is not counted as part of the 7-day waiting period. You may or may not include the weekends (see Weekend section below).

**When the 7 days of the waiting period are not consecutive**

If an employee takes the 7 days waiting period on non-consecutive days, you may enter several LOA Actions but are not required to do so. The WC 7-day waiting period begins with the first day missed after the day of the accident (employees are paid in full the day of the accident regardless of what time



they went out). The 7 days can be consecutive or non-consecutive. When an employee is out on consecutive days for the 7-day waiting period, you count calendar days (which includes the weekends). If the employee is out a partial day with lost wages, you count that as one whole day. You would not count doctor’s appointments or treatments for the accident as absences because employees are paid as if they worked for reasonable time and travel to the doctor. The determining factor for counting days is lost wages.

#### **When to include weekends in the 7 day waiting period**

If the doctor’s Work Status note takes the employee out of work on Friday and indicates the employee can return to work on Monday, you count the weekend as part of the 7-day waiting period. However, if the employee gets hurt early in the week, but is back at work on Friday, then out again on Monday, you do not count the weekend.

#### **On the 8th day out of work**

If the employee is still out of work after the 7-day waiting period, you will create a new LOA Action on the 8th day using the applicable WC reason.

#### **Benefits (Employee is not using approved leave.)**

##### **Agency Specific Benefits**

- Each agency is responsible for administering these plans according to their agency process.

##### **NC Flex Plans**

- Will terminate in the OSC HR/Payroll system.
- Will end the last day of the month premiums were paid.
- Employees can continue these benefits plans while on LOA by paying the NC Flex vendors directly.
- Premiums will not be deducted from WC payments.
- Employees who do not continue these plans while on a LOA without Pay may have waiting periods and/or Evidence of Insurability (EOI) upon benefits reinstatement. See the NC Flex HBR Administrative Manual for further details.

##### **State Health Plan**

- Employer contribution will continue as long as the employee is on WC and has not been separated from employment.
- Employees on LOA WC are responsible for sending any dependent premiums and/or any employee only costs to BEST Shared Services. If premiums are not received each month, their coverage will be reduced to the 70/30 Plan. Their next opportunity for any changes will be at the next Annual Enrollment. If the employee has dependent coverage and they do not send BEST premiums payments, BEST Benefits will delimit dependent coverage and enroll the employee in Employee Only coverage.
- Premiums will not be deducted from WC payments. Premiums can be deducted from leave exhausted under the OSHR WC Supplemental Leave Schedule and any Injury Leave (A/A 9685) exhausted



### LOA Checklist

- PA20 Display
  - IT0000 - Actions
    - View employee's Action history to ensure correct action is being entered and former actions have been entered appropriately.
    - Verify eligibility for requested leave
- CATS\_DA – verify that time has been entered, released and approved. Also, verify last day worked (9500 - Time Worked).
- PT50 to ensure that employee has enough leave, if requesting to exhaust leave.
- Communicate with the Benefits Representative
- Benefits – setup procedures for payment continuation or termination of benefits.

### Tips and Tricks:

- Employee is active in the system.
- Time, Benefits, Payroll, State Service and longevity are dependent on entries made for action, reason and infotypes.
- Agency decides if Time (agency wide) is entered by PA (HR Data Maintainer) on IT2001 or Time (Time Administrator) in CAT2.
- Employee should make no time entries while on LOA.
- Time Type 9500 (time worked) shouldn't be used while employee is on LOA.

See the PA Tips and Tricks Job Aid for a fuller listing of Best Practices and Tips & Tricks. The job aid is located on the Training HELP website <http://www.osc.nc.gov/training/osctd/help/> in the following folder: *Personnel Administration > Job Aids*.

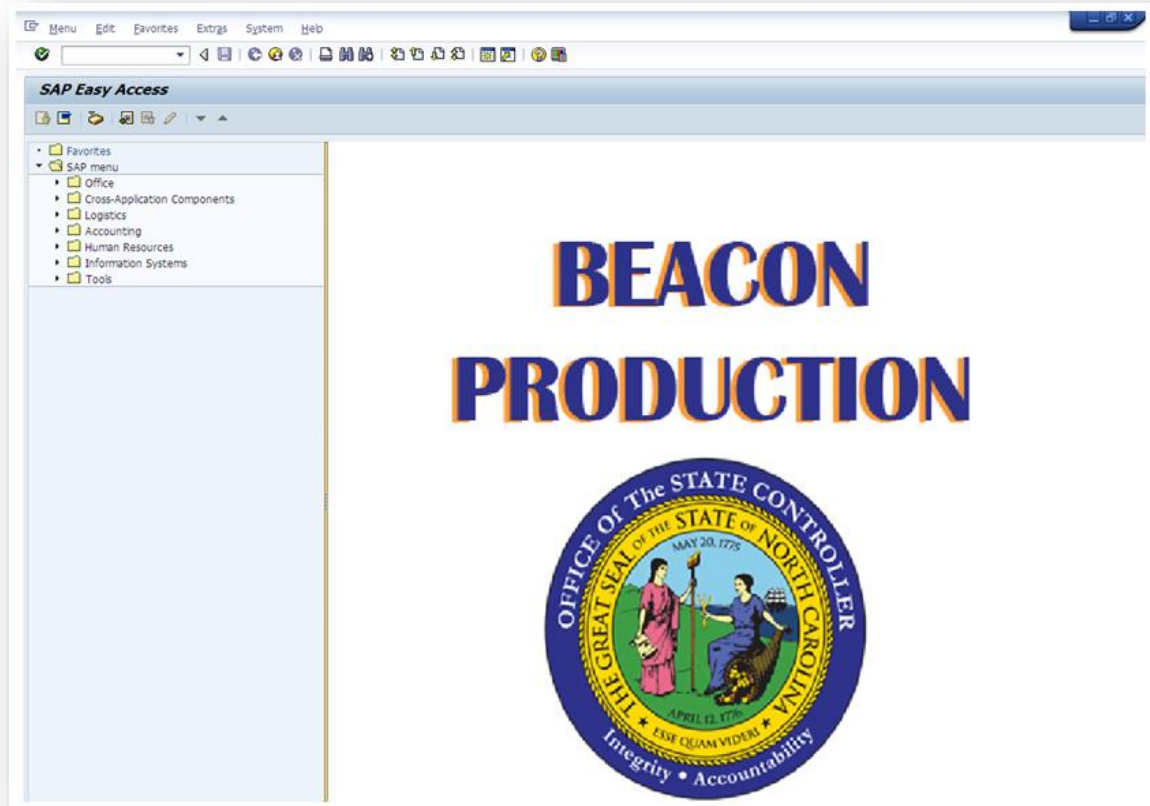
- The SAP Business Workplace is SAP's inbox and can be accessed by clicking on the **SAP Business Workplace** button, or by entering transaction code **SBWP** in the Command Field.
- The SAP Business Workplace inbox is where all workflow documents will be initiated/requested, and where all workflow documents will arrive for approvers to review and respond.
- In the SAP Business Workplace, workflow documents are SAP messages that are created and read similar to any outside emailing system (MS Outlook, Lotus Notes, etc.).
- For more information on the SAP Business Workplace, including an overview of all Tree Functions (folders, organization of the workplace), see the Job Aid *Business Workplace Overview Tree Functions*.

### Access Transaction:

<b>Via Menu Path:</b>	<b>NOTE:</b> Your menu path may contain this custom transaction code depending on your security roles.
<b>Via Transaction Code:</b>	ZPAA076; SBWP; PA40



## Procedure




1. Update the following field:

Field Name	Description	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	Enter value in Command. <b>Example:</b> ZPAA076

2. Click the **Enter**  button.





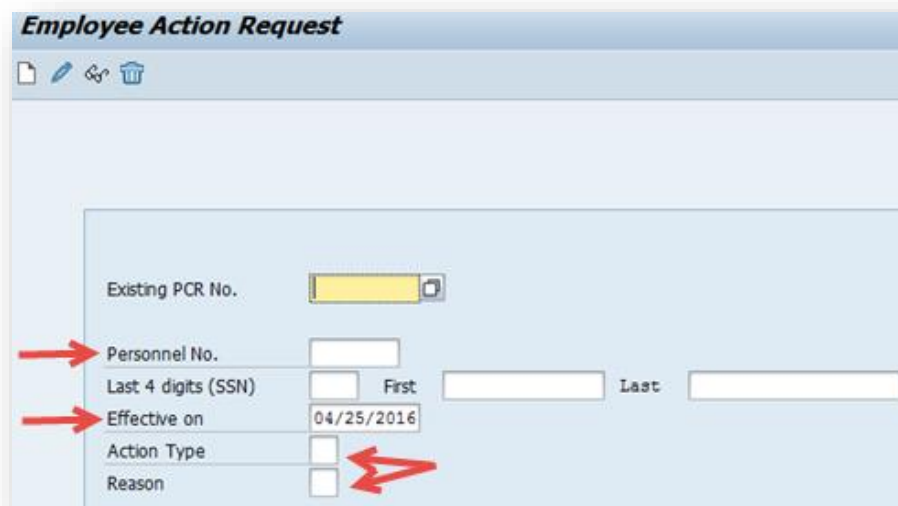
**Information**

You may want to enter this transaction code in your Favorites folder.

- From the menu at the top of the screen, choose **Favorites > Insert Transaction**.
- Type in **ZPAA076**.
- Click **Enter**.

To see the transaction code displayed in front of the link in your favorites from the menu at the top of the screen:

- Choose Extras > Settings.
- Place a check next to **Display Technical Names**.
- Click **Enter**.



3. Update the following fields:

Field Name	Description	Values
Personnel No.	Unique employee identifier	Enter value in Personnel No.  <b>Example:</b> 10000114
Effective on	The date the action will be effective on.	Enter value in Effective on.  <b>Example:</b> 05/01/2016



Action Type	An action is a grouping of activities to perform a specific task. The action will prompt you for the Infotypes required to complete the task.	Enter value in Action Type. <b>Example:</b> Z3
Reason	Reason for the action, such as WC 7 Day Waiting Period	Enter value in Reason. <b>Example:</b> 12

Enter the Personnel Number of the individual to be placed on Leave of Absence. Click **Enter** to retrieve the name of the individual and verify you have the correct Personnel Number.

**NOTE:** You only enter the SSN and name for New Hires.

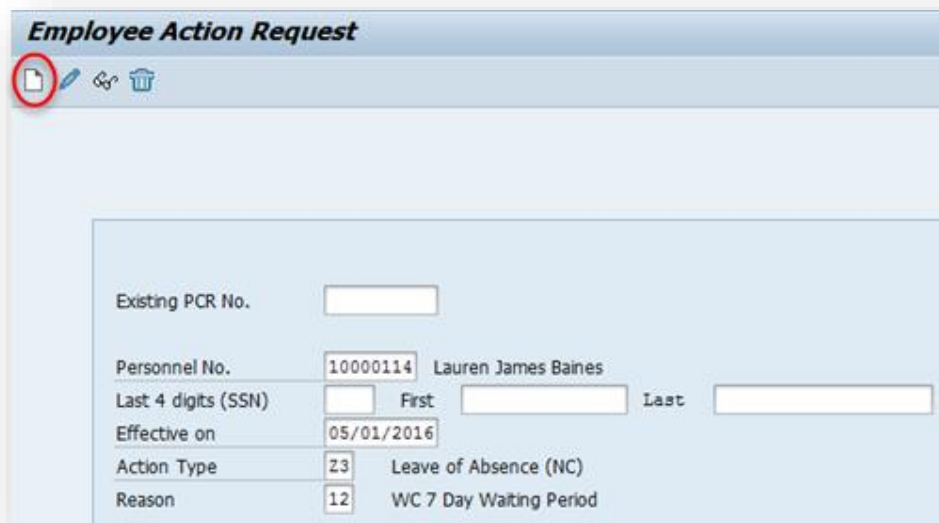
If you need to look up the personnel number, click your cursor in the field and click on the matchcode search button to the right of the field for search options.

- Click the **Enter**  button.

The system defaults the current date, but you may change the date to a day in the past or in the future.

There are several available **Reasons** to choose. For specific information on each reason, view the business process overview section at the beginning of these instructions.

Click Enter and verify the information is correct before proceeding.



- Click the **Create (F5)**  button.

If the information is correct, click **Create** to begin the process.

Leave the **Existing PCR No.** field blank if you are creating a new PCR.



Several fields on this screen are mandatory. The system will not let you continue if you have not provided data for the mandatory fields. If you are unsure which fields are mandatory, click Enter, and the system will prompt you for information in the mandatory fields.


6. Update the following field:

Field Name	Description	Values
Annual Salary	Employee's annual basic pay	Enter value in Annual Salary  <b>Example:</b> 35,000

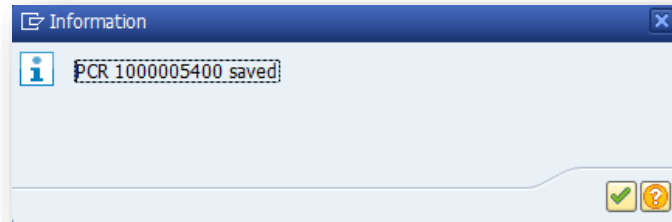
Enter the salary information in the Annual Salary or Hourly Salary field. Click Enter to validate the data. No Basic Pay record is created for LOA Action but you must enter the salary on the PCR.

7. Click the **Enter**  button.



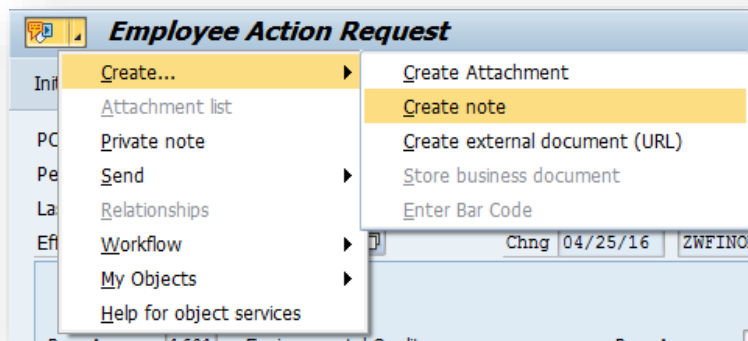
8. Click the **Save (Ctrl+S)**  button.


Click Save to save the data and receive a PCR number. The PCR has not been submitted to workflow yet.



9. Click the **Enter**  button.

You may save this information as many times as you like, each time you will receive a confirmation of the Save. You will not be able to create a note attachment until you have saved it at least once. If you have already submitted the PCR to workflow, you will not be able to change the details, nor save any new information, only display the existing details.



10. Click the **Services for Objects**  button.
11. Click **Create... >> Create note** from the drop-down list on the menu.


You may enter any information that would be useful to the approvers downstream using the notes area or attachment area. If you just need to type some information or copy and paste from an email, create a note. If you want to add a document as an attachment, use the attachment area.

Follow the OSHR or agency-specific guidelines on notes and attachments to be added.



12. Update the following fields:

Field Name	Description	Values
Title of note	The short text to act as the title of the attachment	Enter value in Title of note.  <b>Example:</b> Leave of Absence
Long text	An open text field	Enter value in long text.  <b>Example:</b> appropriate information

13. Click the **(Enter)**  button.



**Employee Action Request**

**Initiate WF**



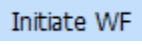
PCR Number: 1000005400  
Personnel Number: 10000114 Lauren James Baines  
Last 4 digits(SSN):  
Effective on: 05/01/2016 Chng: 04/26/16 ZWFINOMPA042 St: D Created

Action: 23 Leave of Absence (NC)  
Reason: 12 WC 7 Day Waiting Period

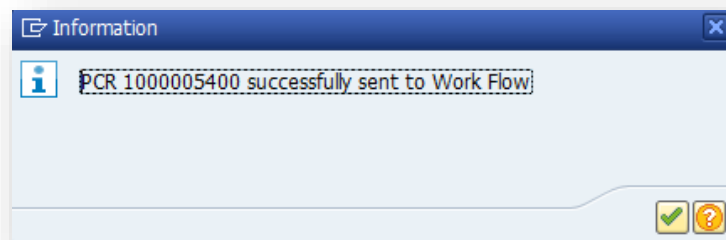
CURRE...		PROPOS...	
Pers.Area	4601 Natural and Cultural Resources	Pers.Area	4601 Natural and Cultural Resources
Subarea	NC01 7day Norm	Subarea	NC01 7day Norm
EE Group	A SPA Employees	EE Group	A SPA Employees
EE Subgroup	B1 FT S-FLSAOT Perm	EE Subgrp	B1 FT S-FLSAOT Perm
Org. Unit	20010126 CR CDS HR OFFICE Human R	Org. Unit	20010126 CR CDS HR OFFICE Human R
Job	30000995 Personnel Technician I	Job	30000995 Personnel Technician I
EE Position	60083278 Personnel Technician I	EE Position	60083278 Personnel Technician I

**Basic Pay**

Current		Proposed	
Pay Scale type	01 Graded	Pay Scale type	01 Graded
Pay Scale Area	01 Annual Salaries	Pay Scale Area	01 Annual Salaries
Pay Scale Group	GR63 Level GR	Pay Scale Group	GR63 Level GR
Annual Salary	35,000.00	Annual Salary	35,000.00
Hrly Sal	0.00	Hourly Salary	
Calc Step - -MP		Calc Step - -MP	0.00
Min	30,856.00	Min	30,856.00
Max	46,878.00	Max	46,878.00
		Next Inc Date	

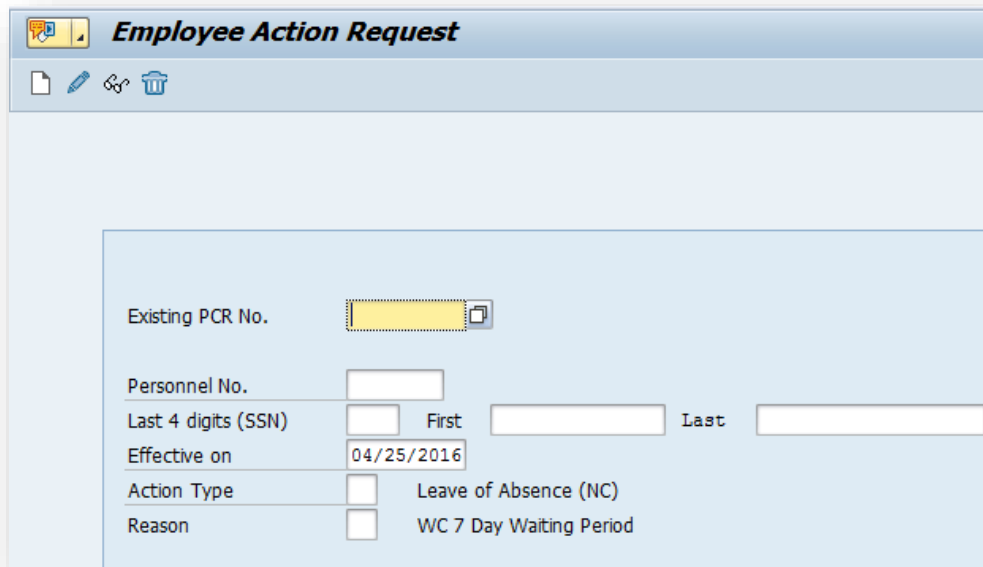
14. Click the **Enter**  button.
15. Click the **Save (Ctrl+S)**  button.
16. Click the **Initiate WF**  button.

After you select the Initiate Workflow button to send the Leave of Absence Action through the approval process, no changes can be made unless the PCR is rejected at any stage and sent back to you (the initiator/requestor).




17. Click the **(Enter)**  button.





**NOTE:** To view the PCR, including notes and/or attachments, see the *Display PCR Job Aid* located on the Training HELP website <http://www.osc.nc.gov/training/osctd/help/> in the *Personnel Administration > Job Aids* folder.

18. Click the **Back (F3)**  button.
19. The Initiate Leave of Absence Action is complete.

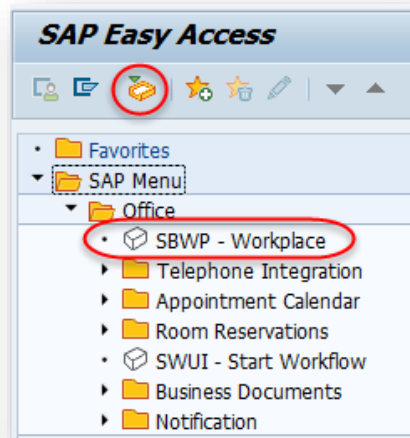
After Workflow Approvals have been received, proceed with the Complete Leave of Absence Action process.

## Instructions for Completing The Action

### Access Transaction:

Via Menu Path:	Office >> SBWP – Workplace
Via Transaction Code:	SBWP, PA40



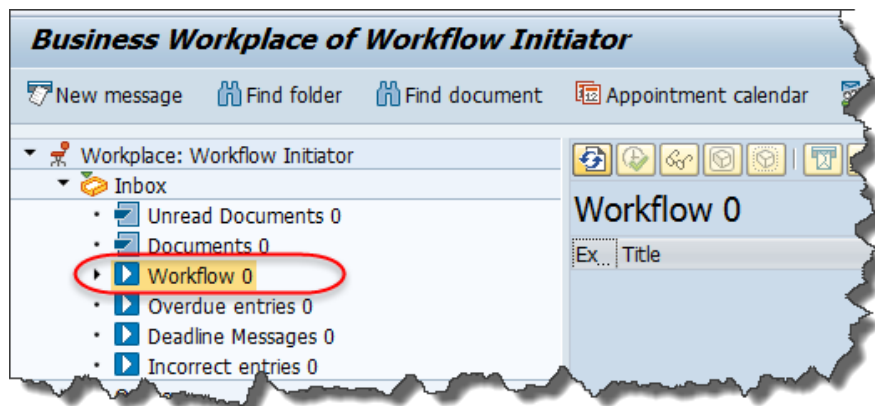


20. Click the **SAP Business Workplace (Ctrl+F12)**  button.

These instructions assume you have already initiated the Leave of Absence Personnel Change Request (PCR) in workflow, and you have an approved PCR ready to be processed as a Leave of Absence in the system.

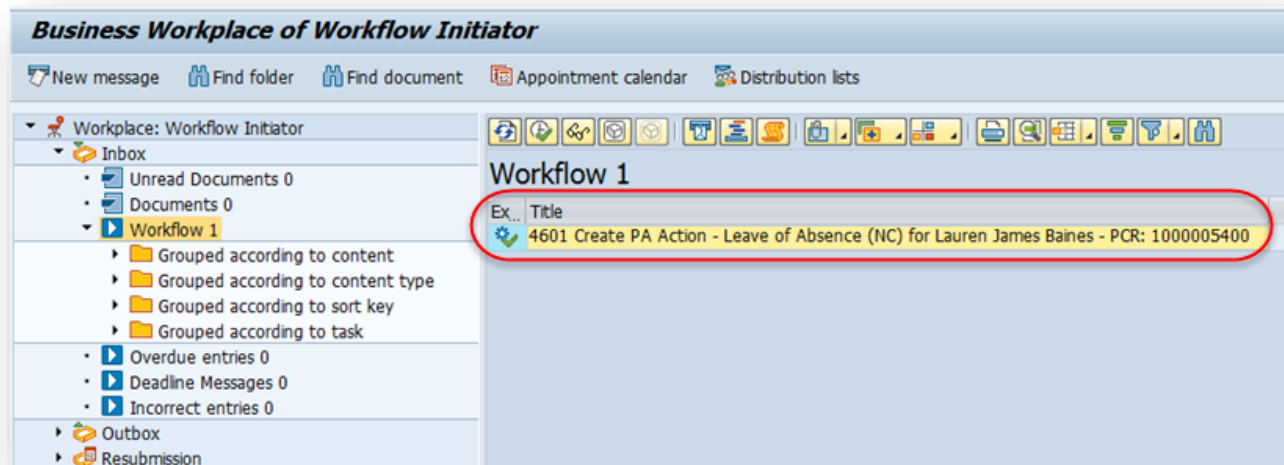



**Option:** You can also click the button for the SAP Business Workplace inbox. It is located just above the SAP Easy Access Favorites folders as depicted in the screen capture above.




21. Select **Inbox >> Workflow**.





22. Single-click to select the PCR  4601 Create PA Action - Leave of Absence (NC) for Lauren James Baines - PCR: 1000005400 row.



**Information**

Be sure to copy your PCR notes at this point so you can paste them on the Actions infotype when you begin the infotype creation process. For help with the copy/pasting of PCR notes, access the OSC Training HELP webpage:

<http://www.osc.nc.gov/training/osctd/help/>

Go to the following document

*Personal Administration > Job Aids > Copy PA PCR Notes to Infotypes QRG*

24. After you have copied the PCR notes, use one of the following methods to execute the PCR.

- Double-click on the PCR row.

-- OR --

- Click the **Execute (F8)**  button.

A list of your approved (or rejected) PCR's are listed on the right side of the screen. Select the PCR to be processed and click Execute (or double-click the PCR). You may view the PCR details and/or Workflow Tracker details prior to executing the PCR if desired. Once the PCR is executed the Leave of Absence action will be launched.



**Personnel Actions**

Personnel no. 10000114

Name Lauren James Baines

EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources

EESubgroup B1 FT S-FLSAOT Perm CostC 4699999999 CULTURE RESOURCES

From

Action Type	Personn...	EE group	EE subg...
New Hire (NC)			
Promotion (NC)			
Reinstatement/Reemployment(NC)			
Leave of Absence (NC)			
Quick Entry (NC)			
Investigatory W/Pay (NC)			
Suspension (NC)			
Non-Beacon to Beacon(NC)			

25. Update the following field:

Field Name	Description	Values
From	Effective date of the personnel action	Enter value in From. <b>Example:</b> 05/01/2016

26. Highlight **Leave of Absence (NC)** action type.

27. Click the **Execute (F8)**  button.

The effective date is the date the Leave of Absence will go into effect. This date must match the date on the approved PCR.



**Copy Actions (0000)**

Execute info group Change info group

Pers.No. 10000114  
Name Lauren James Baines  
EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources  
EESubgroup B1 FT S-FLSAOT Perm  
Start 05/01/2016 to 12/31/9999

**Personnel action**  
Action Type Leave of Absence (NC)  
Reason for Action 12 WC 7 Day Waiting Period

**Status**  
Customer-specific  
Employment Active  
Special payment Standard wage type

**Organizational assignment**  
Position 60083278 Personnel Technician I  
Personnel area 4601 Natural and Cultural Resources  
Employee group A SPA Employees  
Employee subgroup B1 FT S-FLSAOT Perm

**Additional actions**

Start Date	Act.	Action Type	ActR	Reason for action
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28. Click **Edit**, >> **Maintain text** to add your comment based on agency or OSHR Policy/Guidelines.

**Infotype Text**


Enter or paste appropriate comments

  
**CRITICAL!**

Don't forget to enter your comments. Remember you can cut and paste from the PCR.


29. Click the **Enter**  button.




 Record valid from 01/01/2008 to 12/31/9999 delimited at end

The system will provide a yellow warning message informing you the existing record will be delimited. Click Enter to go past this warning message.


Notice at the top of this screen the title includes the word “Copy”. This action takes the original action and makes a copy of it, delimiting the previous record and saving the new record. The word “Create” in the title indicates that this infotype is being created on this person's record for the first time.

 Person and position have different employee groups/subgroups

When the employee subgroup is different from the position employee subgroup you will receive a warning message. Click **Enter**  to continue.

Best practice is to review all data, and click Enter to allow the system to validate the data.

30. Click the **Enter**  button.

31. Click the **Save (Ctrl+S)**  button.



### Create Organizational Assignment (0001)

Org Structure

Personnel No 10000114 Name Lauren James Baines

EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources

EESubgroup B1 FT S-FLSAOT Perm Statu Active

Start 05/01/2016 to 12/31/9999

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Enterprise structure

CoCode NC01 STATE OF NC

Pers.area 4601 Natural and Cultural Resour... Subarea NC01 7day Norm

Cost Ctr 4699999999 CULTURE RESOUR... Bus. Area 4600 DNCR

Fund 4699999999 CULTURE- SUSPEN...

Func. Area G0000000000000001 General Government

---

Personnel structure

EE group A SPA Employees Payr.area 01 NC Monthly

EE subgroup B1 FT S-FLSAOT Perm Contract

---

Organizational plan

Percentage 100.00 Assignment

Position 60083278 101000201050

Job key 30000995 Personnel Technician I

Org. Unit 20010126 Personnel Technician I

Org.key 48010101032


CR CDS HR OFFICE H...

32. Click the **Enter**  button.

Enter the Contract if required. The Contract key identifies eligibility for Medicare, less than 5 yrs for STD, and the Rehire of Retiree statuses.

  
**CRITICAL!**

If the contract field is completed on the previous IT0001, it will copy to the new IT0001.

33. Click the **Save (Ctrl+S)**  button.



34. Update the following fields:

Field Name	Description	Values
Task Type	Select appropriate task type from list	Select task type <b>Example:</b> Workers Comp (7 days)
Date of Task	Date on which the task occurs	Enter value in Date of Task. <b>Example:</b> 05/07/2016
Comment	Additional information about an item	Enter value in Comment. <b>Example:</b> Create next LOA WC Action

**BEST BUSINESS PRACTICE:** Monitoring of Tasks infotype can be used to monitor the end of the 2-year Salary Continuation by entering a date 2 years out from the first day the employee was placed out by the treating physician.

**NOTE:** You may need to create additional IT0019's via PA30. You can run either the Date Monitoring report S\_PH0\_48000450 or BI Report – B0099 – Employee Deadline Dates. Managers can view for their employees via MSS.


(Example Only)

Monitoring of Tasks			
Status	Date	Reminder	Task
New task	5/8/2016	4/8/2016	Credential Verificat
New task	3/7/2016	2/7/2016	Military



35. Click the **Enter**  button.
36. Click the **Save (Ctrl+S)**  button.


**Delimit Objects on Loan (0040)**



Personnel No  Name


EEGroup  SPA Employees PersA  Natural and Cultural Resources

EESubgroup  FT S-FLSAOT Perm Statu Active

 Choose  To  STy.  Delimit.Date

Overview

Start Date	End Date	Object on L...	Name	No.	Loan object number
11/09/2015	12/31/9999	01	State ID	1 #	54561

37. Highlight and click the **11/09/2015** row.
38. Click the **Delimit (Shift+F1)**  button

Either skip or delimit depending upon whether or not (1) your agency uses this infotype (2) your agency requires employees to return items while out on leave, or (3) the employee returned items if required to do so.



**Copy Planned Working Time (0007)**

Work schedule

Personnel No 10000114 Name Lauren James Baines

EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources

EESubgroup B1 FT S-FLSAOT Perm Statu Active

Start 05/01/2016 To 12/31/9999

Work schedule rule

Work schedule rule D01N08GN MTWHF-8,SaS-O WSR Finder

Time Mgmt status 1 - Positive Time Recording

Working week Wk - Sun (mdnt) - Sat

☐ Part-time employee

Working time

Employment percent 100.00

Daily working hours 8.00

Weekly working hours 40.00

Monthly working hrs 173.33

Annual working hours 2080.00

Weekly workdays

39. Update the following fields:


Field Name	Description	Values
Work Schedule Rule	A pattern of scheduled work days and scheduled non-work days.	Enter Work schedule rule <b>Example:</b> D01N08GN
Time Mgmt status	Used in Time Evaluation processing	Enter value <b>Example:</b> Positive Time Recording

All full-time employees **must** be on a 5 -day 8-hour per day work schedule. The easiest way to accomplish this is to use **D01N08GN**. All employees, whether full-time or part-time, must be **positive time recording**.

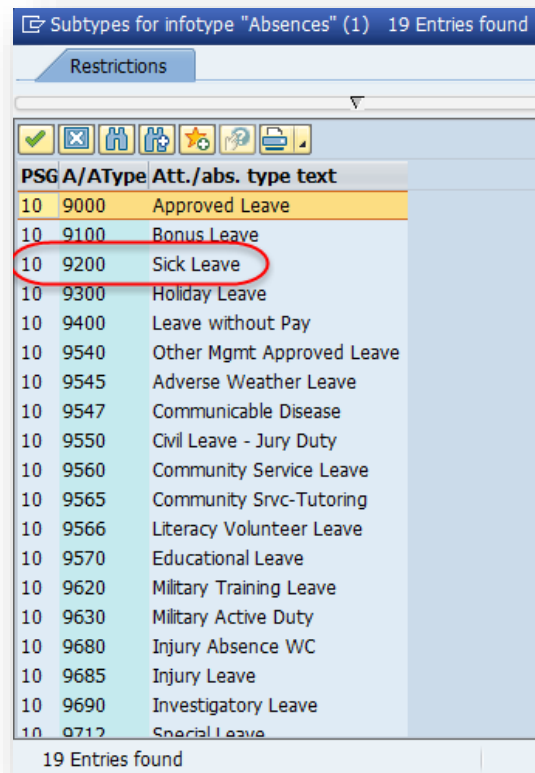
For part-time employees, select an equivalent work schedule M-F. Example – PT EE 36 hrs equivalent schedule would be 5 x 7.2 = WSR DD9N1001

A 28-day employee will remain on the 28-day working week as long as they are exhausting leave. The working week should be changed to the normal agency specific working week on the 1<sup>st</sup> day they use LWOP. The work schedule rule is still changed to **D01N08GN**.

40. Click the **Enter**  button.

41. Click the **Save (Ctrl+S)**  button.





42. Select the **Sick Leave** code in the list box.

43. Click the **Enter**  button.

If the employee has requested to use leave while on LOA-WC, select the appropriate leave type from the list to indicate if the employee is to receive pay and, if so, from which type. (See Workers Comp guidelines for appropriate amount of leave that can be exhausted.)



44. Update the following field:

Field Name	Description	Values
Start Date	Beginning date of the specified date range	Enter Date Value <b>Example:</b> 05/01/2016
To Date	Reflects the number of hours of leave the employee wants to use (or for code 9400 (LWOP) if unpaid leave).	Enter Date Value <b>Example:</b> 05/07/2016

The Absences infotype only displays if you selected a leave type from the subtype for Absences pop-up.

The Absences infotype (2001) indicates the number of hours the employee wants to use for leave and deducts from the leave quotas as applicable. (see State policy regarding accrual and longevity exceptions for Workers' Comp Leave) Once you enter the date and hit enter the system will automatically calculate the number of absence hours and days, these numbers default based on the work schedule rule on IT0007. The dates that are used on the infotype:

- The "start date" should automatically pre-populate based on the effective date of the LOA Action.
- Enter the "to date" to reflect the number of hours of leave the employee wants to exhaust. (Never enter 12/31/9999 as the "to date".)

**Information**

**Using leave accrued while out on leave:** If an employee wants to use the time that was accrued while he or she was out on paid leave, you will have to create a new IT2001 via PA30 in order to enter the new leave time.



**NOTE:** An agency can make an agency-wide (not individual user) decision that LOA leave can either be entered on a timesheet by the Time Administrator or by HR on IT2001. The agency must be consistent across all employees for the entire agency. Because the OSC HR/Payroll system is integrated, if the hours are entered on the Absences infotype 2001, they are processed during the next time evaluation. **Do not enter Time via CATs.**

*Absences (2001) Example with Holidays – see PA420 Leave of Absence Student Guide*



**Best Business Practice:** Create IT2001 to exhaust leave on a weekly basis rather than the entire LOA period.

45. Click the **Enter** button.
46. Click the **Save (Ctrl+S)** button.
47. Select the **Vacation Payout** code in the list box.

Subtypes for infotype "Time Quota Compensation"

Restrictions			
ESG	PSGpg	Comp.meth.	Description
1	10	1000	Free compensation
1	10	Z001	Vacation Payout
1	10	Z002	Bonus Payout
1	10	Z003	Comp Time Payout
1	10	Z004	Hol Comp Payout
1	10	Z005	Sick Payout (WC only)
1	10	Z006	On Call Comp Payout
1	10	Z007	Gap Hrs Comp Payout
1	10	Z008	Callback Comp Payout
1	10	Z009	Special Leave Payout

48. Click the **Close** button.

Employee is not eligible to be paid out.



**Personnel Actions**

Personnel no. 10000114  
Name Lauren James Baines  
EEGroup A SPA Employees PersA 4601 Natural and Cultural Resources  
EESubgroup B1 FT S-FLSAOT Perm CostC 4699999999 CULTURE RESOURCES  
From 05/01/2016

Action Type	Personn...	EE group	EE subg...
New Hire (NC)			
Promotion (NC)			
Reinstatement/Reemployment(NC)			
Leave of Absence (NC)			
Quick Entry (NC)			
Investigatory W/Pay (NC)			

49. Click the **Back (F3)** button.

This Work Item Has To Be Completed Explicitly...

Info Log Attachmnts Agents

4601 Create PA Action - Leave of Absence (NC) for Lauren James Baines - PCR: 1000005400

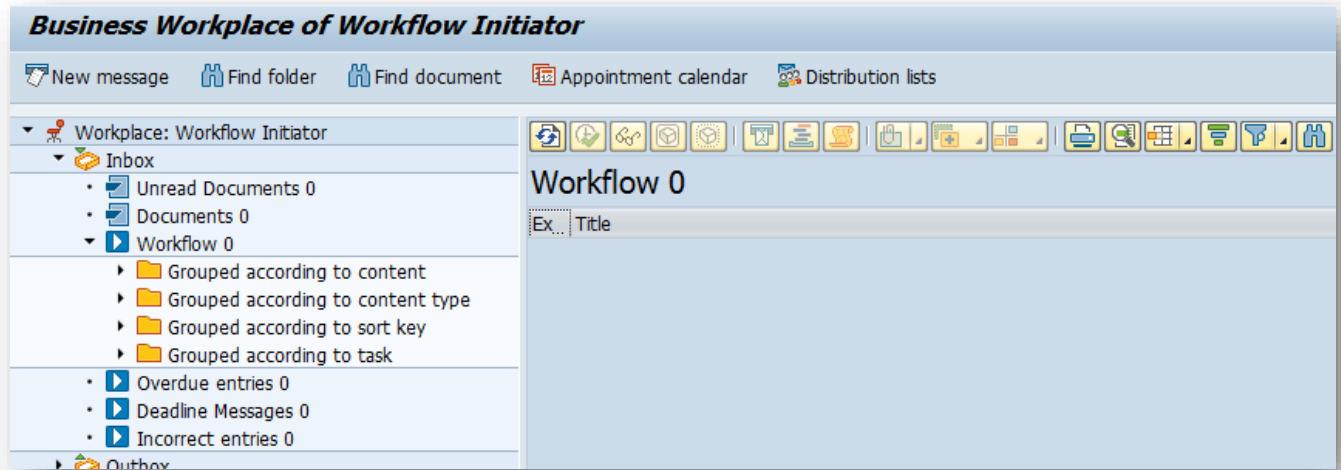
Description	Objects and attachments
PCR Initiator,  Please complete all data for the new personnel action for Employee Lauren James Baines ~ Personnel #10000114 based on the attached request.  * Make sure to <u>Save</u> your changes before exiting from the screen, and do not press the 'Complete Work Item' button until the necessary changes have been Completed.  ** If you need to Cancel the entire PCR, click once on the work item to highlight it, press the 'Other functions...' button above and choose the	<ul style="list-style-type: none"><li>PA PCR: Lauren James Baines PCR:1000005400</li><li>PCR List: Workflow Tracker</li></ul>

Complete Work Item Cancel

50. Click the **Complete Work Item** button.



Only once all of the infotypes screens within the action have been processed and the system has returned you to the main screen will this Complete button be visible. Now you may complete the PCR in workflow.



51. Click the **Back (F3)**  button.

You may remain in this SAP Business Workplace and process additional PCR’s, or click the Back to return to the main SAP screen.

The Leave of Absence Action Workers’ Compensation is complete, but we recommend reviewing via PA20 all infotypes that have been processed.

## Change Record

Change Date: 4/28/16	Changed by: Winnie Creech
Changes:	<i>Changed steps and screen captures due to Workers Comp LOA details</i>



## Additional Resources

Training HELP website: <http://www.osc.nc.gov/training/osctd/help/>

<b>Other BPPs</b>	Training HELP website > BPPs folder <ul style="list-style-type: none"><li>• <b>Reinstatement/Reemployment Action from LOA</b></li></ul>
<b>Checklists</b>	Training HELP website > Job Aids folder <ul style="list-style-type: none"><li>• <b>LOA and Reinstatement Checklist – Workers’ Compensation</b></li></ul>
<b>Student Guides</b>	Training HELP website > Student Guides folder <ul style="list-style-type: none"><li>• <b>PA420 – Leave of Absence</b></li></ul>
<b>Job Aids</b>	Training HELP website > PA > Job Aids folder <ul style="list-style-type: none"><li>• <b>Monitoring of Tasks</b></li><li>• <b>LOA Requirements</b></li><li>• <b>Worker’s Compensation BEACON Action Codes &amp; Reasons Summary Chart</b></li></ul>